

Child Welfare Training Institute
Training Course Descriptions
Children's Protective Services

The Child Welfare Institute offers the following training modules and programs throughout the 8-week new hire institute. Both the training modules and programs are designed to provide the skills and knowledge necessary for newly hired CPS staff to identify abuse and/or neglect, emotional maltreatment and conduct investigations. Participants will be able to assess families, develop investigation reports and service plans. They will also have a basic knowledge of how to access the court and court proceedings. It also stresses to participants the importance of using the Child Protection Law and CPS policy when making decisions.

1. **Introduction to Child Welfare** This training module is designed to provide knowledge of the Department of Human Services' (DHS) mission and vision statements, while obtaining a basic understanding of the programs offered by the agency. Participants will become aware of their personal biases and perceptions through in-depth soul searching exercises. An opportunity to develop rules and guidelines to be used throughout the eight weeks will be created by the class. Participants will also be instrumental in the development of their personal training plan. Personal training plans are used as a tool to inform both participants and their respective supervisors of the eight expected operational outcomes of training. It also provides supervisors and participants an opportunity to establish individual goals to be accomplished throughout training as well.
2. **Introduction to Systems On- Line Manuals (OLM)** This training module is designed to provide knowledge of how to access and use OLM. Participants will be expected to navigate through OLM and will print policy to be used in training exercises. An orientation to what is available on DHS-net and how to access public web sites that may be helpful to their role as CPS workers will be provided.
3. **Engaging Children & Families** This day and a half program is designed to develop skills that will assist participants to have productive communication with families by drawing the client into positive and effective interactions. These engagement skills will encourage the families to become active participants in the development of their own well being. Participants will be trained in solution-focused skills as well as cultural diversity, child development and attachment/separation. The environment as well as the materials, reflect a home setting which was developed to help make appropriate connections with what is being taught in the classroom to what is experienced in the field.
4. **Sexual Abuse** This daylong program is designed to provide a basic understanding of children who have been sexually abused. Participants will discuss the legal definition of sexual abuse and will learn to identify the characteristics of child victims, perpetrators, non-offender caretakers,

grooming behaviors and sex offender typology. Through the identification of such characteristics, participants will be able to seek the appropriate treatment for their clients.

5. **Childhood Trauma** This half-day program is designed to expand understanding of the impact of both prenatal and postnatal trauma on development and its' implications on child welfare. It also provides a framework for interventions.
6. **Domestic Violence** This half-day program is designed to provide the skills and knowledge needed to recognize and understand the dynamics involved in domestic violence situations. It will also provide information on when to make referrals to shelters and other specialized resources to help victims assess lethality and develop safety plans for themselves and their children.
7. **Medical Finding** This half-day program is designed to provide knowledge of possible physical indicators of child abuse. Participants will be exposed to multiple visual aides of different forms of abuse, and/or accidental injuries that resemble abuse. This program is in collaboration with the University of Michigan Child Protection team.
8. **Working Safe, Working Smart** This daylong program is designed to promote safety awareness in the workplace. It focuses on interaction between staff and external clients while providing practical tips to plan and ensure safety. Visual aides will be provided to ensure participants are able to identify possible threats to safety and when assistance is necessary it can be accessed quickly. Participants will also be provided some suggestions of tool and techniques to defuse hostile behavior.
9. **Time Management** This training module is designed to provide the skills and knowledge necessary to effectively manage yourself and your use of time. Helpful tips and techniques are given to enhance the participants current level of functioning with suggestions being offered to turn weaknesses into strengths of time management.
10. **Intro to Community Agencies** This training module is designed to enhance the participants knowledge of community agencies and the resources available within the local community. Participants will be able to identify and describe several community agencies that assist CPS workers children and/or families.
11. **Intake** This training module is designed to provide the knowledge and skills necessary to complete the intake process. Participants will be able to recognize various types of maltreatment including but not limited to physical, neglect, sexual and environmental. The qualifications for which people are mandated to report suspected allegations of child abuse and/or neglect and the definitions of child abuse and neglect are reviewed according to the Child Protection Law. Participants will also learn to complete the intake process on SWSS.
12. **Confidentiality/Ethics Individual Rights** This training module is designed to enhance participants awareness of their personal beliefs and how beliefs play a role in service delivery. Participants will also be able to identify the

Constitutional rights of both individuals and families according to the fourth and the fourteenth amendment.

13. **Investigation/Approaching Family** This training module is designed to provide the skills and knowledge necessary to identify policy in regards to children being left home alone, worker safety, child well-being, the use of support persons, known perpetrators and what to do when a family is avoiding CPS contact. Participants will acknowledge their feelings as well as those of the family during an investigation, and acknowledge the effect their presence may have on a family.
14. **Cases- 4 Types** This training module is designed to identify four types of information gathered during investigative interviews. Participants will also be able to determine how each type of information will help to determine the next step to take in the investigation process.
15. **5 Categories** This training module is designed to provide the knowledge and skills necessary to identify the five categories of an investigation. The requirements per policy are explained in depth for each category. Participants are then given opportunities to classify case studies into the corresponding category. Another opportunity to review the five categories is given later on in the eight-week institute.
16. **Forensic Interviewing** This two day program is designed to provide the skills and knowledge necessary to conduct interviews with children. Participants will be able to obtain a statement from a child, in a developmentally sensitive, unbiased and truth-seeking manner. Forensic interviewing protocol will be trained and there will also be opportunities to practice forensic interviewing skills in a supported environment.
17. **Indian Child Welfare Act (ICWA)** This half-day program will provide an historical overview of federal laws and policies affecting Indian children and families from a tribal and state perspective and will address policy and procedures enforced by ICWA. DHS policy specific to ICWA will also be addressed.
18. **Substance Abuse** This training module is designed to give participants a basic knowledge of the various forms of substances clients abuse. Participants will be able to identify many different forms of drugs and understand some terms use to describe various types of substances. DHS policy specific to substance abuse will also be addressed.
19. **Safety Assessment** This training module is designed to demonstrate how to complete a safety assessment according to policy. Participants will be able to complete a written safety assessment and on SWSS as well.
20. **Forensic Review** This two-day program is designed as a review of the forensic interviewing protocol. Participants are given at least two opportunities to practice using the forensic interviewing protocol throughout the eight-week training and are encouraged to watch and practice interviewing during on the job training.
21. **Case Decision** This training module is designed to help participants identify the elements needed to establish a preponderance of evidence and when it is mandatory to file a petition. Participants will also be given opportunities to

identify reasons for or against a preponderance of evidence on various case scenarios.

22. **154 Report Writing** This training module is designed to provide the knowledge and skills necessary to write a narrative describing the relevant facts and evidence of an investigation. Participants are also expected to complete the DHS-154 according to policy.
23. **SWSS- Case Opening** This training module is designed to give participants the knowledge and skills necessary to disposition a case on SWSS. The importance of not falsifying records is stressed throughout the module. Participants are also given an opportunity to display skills learned by mimicking the step by step instruction given by the trainer and completing three other case samples independently.
24. **Risk and Needs Assessment** This training module is designed to determine both the safety and risk factors of child abuse and/or neglect, and the current needs and strengths of the family. Participants will be given step by step instructions to complete the various tasks necessary to complete the risk and needs assessment both by hand and on SWSS. It is trained according to policy and participants are provided opportunities to practice skills learned individually.
25. **Report Generation/Perpetrator Notification** This training module is designed to give participants the knowledge and skills necessary to process the paperwork needed to open a case. The importance of notifying a perpetrator about their placement on Central Registry is also emphasized.
26. **151 Service Agreement** This training module is designed to provide knowledge of elements required in a service agreement while demonstrating solution focused interviewing principles in developing the service agreement. Participants will also be able to identify types of services available to address specific needs of families.
27. **We've Got Issues** This training module is dispersed throughout the eight-week training. Participants are given opportunities to research topics such as Families First, Family to Family, Office of the Family Advocate and many more. Each participant is given fifteen minutes to present to the class in a creative manner the function of the researched program and how it relates to their job as CPS workers.
28. **CPS Legal Process** This three-day program is designed to familiarized participants with the purpose, history and philosophy of the Child Protection Law. Participants will also learn an overview of the process by which CPS handles cases before and after court intervention. The basic rules regarding termination of parental rights and the basis for termination by the court as well as procedural issues relating to termination and burden of proof will be emphasized. Participants will have an opportunity to demonstrate the requirements of a petition in a petition writing exercise.
29. **Ongoing** This training module provides participants with the knowledge and skills necessary to identify ongoing case management responsibilities. The task needed to be complete during ongoing case services by both CPS workers and clients will be emphasized. Participants will understand the

procedures involved in reassessing a family prior to case closing which includes numerous reassessments and the completing of a DHS 152. Participants are required to complete the necessary paperwork to completely close a case both on paper and SWSS.

30. **Generick Case** Along with three other case samples, the Generick case is used throughout the eight-week institute. Each participant will do case applications on the Generick, Stevens, Brown and Johnson cases. They will also be assigned another case (blue book) to be completed independently. The blue book case is a way for trainers to measure what areas the participants have strengths and weaknesses in case management prior to the participant entering the field.
31. **Kinship and Removal** This training module is designed to provide the skills and knowledge necessary to make decisions in regards to removing children from their home and the requirements for placing children in relative care. Discussions will be held regarding who grants the authority to remove children from their home and what requirements must be met to file a mandated petition. Participants will be encouraged to explore ways to prevent removal and find alternatives to placement. If placement is required, the kinship care placement requirements will be emphasized per policy.
32. **Petition Writing** This training module is in conjunction with the Legal process training in which participants had an opportunity to write a court petition. Participants will be given another opportunity to write a petition using one of the case samples participants have been working on throughout the eight-week institute.
33. **Transfer to Foster Care (FC)-SWSS** This training module is designed to give participants the knowledge and skills necessary to transfer case management responsibilities to FC. Participants are instructed on what information per policy must be included in a five-day packet. A step by step instruction of what must occur on SWSS is given to participants as they mimic the presented information.
34. **Mock Trial** This training module allows participants to experience a court like setting in a supported environment. Participants are expected to have knowledge of the cases completed throughout the eight-week institute and be able to testify to their court petition accordingly. This training is done in conjunction with a Cooley Law school professor who is teaching students how to ask questions as if they were prosecuting and defense attorneys. This training is a positive experience for both those aspiring to be CPS workers and lawyers.
35. **One on One's** This gives both trainers and participants opportunity to discuss the case work completed throughout the eight-week institute. Now, participants have a better grasp of the duties of a CPS worker, they are given a chance to identify their personal needs and strengths as well as discuss what they feel makes them personally qualified to complete the job. The expected outcomes of the eight-week institute as detailed in the personal training plan are also discussed.

36. **Review/ Case Wrap up** This is an innovated way to summarize all of the information obtained over the last eight weeks. This also provides participant's time to complete the required work assignments prior to completing one on one's with the trainer.
37. **Bringing in the Customer** This provides participants an opportunity to hear real life experiences from people whom were victims of child abuse and/or neglect and are a product of the foster care system. The people range from various ages, cultural backgrounds and socioeconomic status. They give an in depth account of their personal experiences and how it relates to the current child welfare system.
38. **On the Job Training-** This provides participants with an opportunity to get familiar with the practices of their respective local offices. All local offices have a different variation of policy and resources available in their community and it is imperative for the participants to learn the procedures of their county. The participants are provided a list of recommended task to accomplish while in their local office. However, the majority of the tasks to be complete during on the job training are detailed by the participant's supervisor in the personal training plan.